



ANNUAL ACCREDITATION PROCESS CALENDAR

The timeline below represents the planned schedule for the basic accreditation process.

March

- First Monday in March, applications for a variance to standards to take effect at the beginning of the academic year are due in writing to the Superintendent of Public Instruction.

March Board of Public Education (BPE) Meeting

- The state superintendent makes final recommendations to the BPE for the final accreditation status for all schools. Board action is taken on these recommendations.
- The state superintendent makes recommendations to move schools to the intensive assistance process due to continuing or serious deviations. Board action is taken on these recommendations.
- The OPI notifies schools of action taken on any recommendations to move a school to the intensive assistance process due to continuing or serious deviations.
- The OPI notifies schools of accreditation status and requirements for submitting applicable Corrective Plans by June 1.

May

- The Office of Public Instruction (OPI) mails a reminder letter to districts that have not submitted the required Corrective Plan due by June 1 as determined by the annual status determination.
- BPE takes action on variances to standards applications that will take effect at the beginning of the school year.

June

- Corrective Plans due June 1.
- The OPI contacts districts that have not submitted the required Corrective Plan due June 1 as determined by the annual status determination. Schools failing to submit a required Corrective Plan will automatically be placed in DEFICIENCY accreditation status for the following year.
- The OPI reviews Corrective Plans.

July

- An application for variance to standards to take effect the second semester of the academic year is due in writing to the Superintendent of Public Instruction no later than the first Monday in July.

July Board of Public Education (BPE) meeting

- The state superintendent makes recommendations to approve/disapprove the Corrective Plans. The BPE takes action on these recommendations. Any plan that is disapproved must be resubmitted prior to the start of the school year.

August

- Online technical assistance for the Annual Data Collection (ADC) is available at <http://www.opi.mt.gov/ADC>.

September

- Schools are informed that the ADC application is open.
- Regional workshops are held around the state as needed to review ADC submission requirements and procedures.
- BPE takes action on variances to standards that will take effect at the beginning of second semester.

October

- The ADC is electronically submitted to the OPI. The Preliminary Accreditation Report is available to the school and/or district through the ADC application. This report provides preliminary determinations of deviations from the accreditation standards.
- Class schedules for high school and grades 7-8 funded at high school rates are sent by mail to the OPI by schools and districts.

December 1

- Schools and districts need to have submitted any corrections or clarifications concerning deviations identified on the Preliminary Accreditation Report particularly regarding the Quality Educator payment information. To obtain the district's Quality Educator Payment report visit <https://data.opi.mt.gov/QualityEdFte/Default.aspx>.
- Schools that: (1) do not submit a completed ADC by this date; or (2) continue to employ non-licensed staff by this date, will be recommended for DEFICIENCY accreditation status for the current year.
- The OPI staff meets with the state superintendent to recommend moving schools to the intensive assistance process due to continuing or serious deviations.
- The OPI staff conducts quality checks on ADC data submitted, reviews any other pertinent information, and prepares accreditation recommendations for the state superintendent

The state superintendent will provide needed updates and recommendations for schools in the intensive assistance process. Due to the nature of the process these updates and recommendations could be necessary at any given BPE meeting.